

**CALIFORNIA INDUSTRIAL DEVELOPMENT FINANCING  
ADVISORY COMMISSION (CIDFAC)  
Meeting Date: January 25, 2011**

***Request Approval of a Resolution Authorizing the Executive Director to Execute  
Contracts and Interagency Agreements***

Prepared by: *Eileen Marxen*

**Summary.** The California Industrial Development Financing Advisory Commission (the “Commission”) is authorized by statute to enter into contracts and interagency agreements. For contracts and interagency agreements at or below a certain dollar amount, the Commission has historically delegated this authorization to the Executive Director and in his absence, the Deputy Executive Director, to enter contracts on behalf of the Commission. This item requests delegation authority for the newly appointed Executive Director to execute contracts and interagency agreements for an amount up to \$300,000.

**Background.** With the appointment of Executive Director, Eileen Marxen, it is necessary to provide Ms. Marxen with the authorization to: execute certain contracts and interagency agreements and external contracts, without specific Commission approval, up to an amount of \$300,000; amend contracts and interagency agreements which only extend the term of the contract or which provide technical amendments that do not involve the encumbrance of Commission funds; and, amend contracts involving expenditures, as long as the total amount of the contract over its full term does not exceed \$300,000.

As part of her Executive Director’s report, the Executive Director of the Commission and in her absence, the Deputy Executive Director, will report to the Commission any contracts for amounts of \$10,000 and up to \$300,000 that she has executed.

**Staff Recommendation.** Staff recommends approval of the attached Resolution in order to authorize the Executive Director, Eileen Marxen, to execute certain contracts and interagency agreements, and certain amendments to contracts and interagency agreements, on behalf of the Commission for amounts not to exceed \$300,000. This Resolution will remain in effect until the Commission revokes this Resolution.

**RESOLUTION OF THE CALIFORNIA INDUSTRIAL DEVELOPMENT  
FINANCING ADVISORY COMMISSION  
AUTHORIZING THE EXECUTIVE DIRECTOR  
TO EXECUTE CONTRACTS  
AND INTERAGENCY AGREEMENTS**

**January 25, 2011**

**WHEREAS**, the California Industrial Development Financing Authority Commission (“Commission”) was created pursuant to the California Industrial Development Financing Authority Act (“Act”) commencing with Section 91500 of the Government Code; and

**WHEREAS**, Section 91553 of the Government Code provides that the Commission may employ an Executive Director to enable it to properly perform the duties imposed upon it by the Commission’s statutes, and the Commission may delegate to the Executive Director the authority to enter into contracts on behalf of the Commission and may employ such additional staff as are necessary and appropriate to carry out the provisions of this title as considered advisable; and

**WHEREAS**, The Executive Director of the Commission and in his absence, the Deputy Executive Director, have demonstrated the ability to be accountable for the resources of the Commission, and should be delegated the responsibility to enter into and execute interagency agreements and external contracts, without specific Commission approval, up to an amount of \$300,000, and to amend contracts and interagency agreements which only extend the term of the contract or which provide technical amendments that do not involve the encumbrance of Commission funds, or amend contracts involving expenditures, as long as the total amount of the contract over its full term does not exceed \$300,000.

**WHEREAS**, the Executive Director of the Commission and in his absence, the Deputy Executive Director, will report to the Commission any contracts he or she has executed in an amount of \$10,000 and up to \$300,000;

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director and in his absence, the Deputy Executive Director, is given specific authorization by this Resolution to execute contracts and interagency agreements on behalf of the Commission as provided herein.

**BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption.